



City of Hampton

Emergency Operations Plan - Abstract

PURPOSE

The purpose of the City's Emergency Operations Plan (EOP) is to provide an organizational framework and response capability from which the City can respond to natural or technological caused emergencies that require a comprehensive and integrated response.

SITUATIONS AND ASSUMPTIONS

Situations and assumptions affecting the City's emergency planning include the following:

Situations

- The City is vulnerable to various natural or technological related threats for which planning are desirable.
- Hurricanes represent the primary catastrophic emergency facing the City.
- A variety of other threats and emergencies exist including hazardous materials incidents, nuclear energy accidents, drought and water emergencies, air transportation accidents, civil disturbances, winter storms and other types of severe weather.
- Due to the strategic and military value of the Hampton Roads region, this area would be considered a primary threat in case of war; or for possible terrorist activity.

Assumptions

- The city has significant resources and workers to deal with most emergencies. These resources can be quickly overwhelmed and exhausted.
- The public should be prepared for emergencies, their consequences and the possibility of being isolated from public services resulting from emergencies.
- The City plans for the highest preparedness and response levels possible, realizing that a total preparedness level is not feasible.
- The City will depend upon outside resources and assistance in a major emergency. Outside assistance may take up to 72 hours, or longer, to arrive and to begin to effectively deal with the consequences of the emergency.
- The City will draw upon resources and workers from across the city, region, and state to meet the challenge of an emergency.
- The City can best manage large-scale emergencies from a centralized location, the Emergency Operations Center (EOC.)
- Based upon anticipated or actual conditions, a local state of emergency will be declared.
- The Commonwealth of Virginia will provide assistance as outlined in the State EOP.
- The Federal Government will provide federal assistance as outlined in the Federal Emergency Response Plan for catastrophic events.

GENERAL

The city's response to a major emergency will cause the Emergency Management organization to centralize and coordinate emergency operations. The City Manager, in such situations, assumes the role of Emergency Services Director. The City Manager receives staff support and advice from the Office of Emergency Management in the establishment and administration of the Emergency Management structure. Specific departments, under this structure, are tasked with the emergency management functions including public information, damage assessment, and sheltering. Operational departments continue to deliver their normal services, coordinated under the emergency management structure. These operations are normally run from the City's Emergency Operations Center in the City Hall building.

Phases of Emergency Management

Emergencies involve four phases of activities. Each function and activity of the emergency management organization needs to address these phases to insure a comprehensive response to emergencies. A comprehensive approach is critical to insure all aspects of the emergency are managed.

- Mitigation and Planning: Those activities that research, exercise, and plan for emergency operations. Those activities that take physical steps and actions to protect property from disasters.
- Increased Readiness: Activities planned and taken to systematically prepare for a developing threat or emergency.
- Response: Actions taken in anticipation of, or in response to an actual emergency.
- Those activities and considerations associated with the post emergency period. Recovery activities can continue for some time after an emergency and include a variety of issues.

Conditions of Readiness

The following conditions of readiness will be used to establish the City's systematic response level to developing emergencies.

- Condition 5 - Normal Operations (planning)
- Condition 4 - Developing Situation (monitoring)
- Condition 3 - Increased Readiness (precautionary action)
- Condition 2 - Response (incident management)
- Condition 1 - Post Event (consequence management)

Organization

The Emergency management organization includes the following major functions. Those functions are normally begun in a major emergency and operational desks are staffed in the City's Emergency Operations Center.

- Executive
- Emergency Management

- Damage Assessment
- Fire / EMS
- Police
- Public Health
- Public Information
- Public Works
- Public Utilities
- Public Sheltering

Responsibilities: Common and Specific

Besides the normal day-to-day functions and specific departmental emergency operations tasks, the following items are common to all departments.

- Insuring primary functions are prepared for disaster operations that may affect the community, including periods of planning, increased readiness, response and recovery.
- Preparing appropriate internal procedures, emergency plans or Standard Operating Procedures (SOPs) to address emergencies.
- Conducting regular internal review of assigned tasks.
- Establishing reporting procedures to assess emergency conditions, injuries, loss of life, and damage to facilities and equipment to the EOC.
- Tracking emergency activities for possible reimbursement to the City through public assistance programs.
- Developing public information materials for distribution to the public in emergencies.
- Communicating emergency responsibilities to employees and insuring they are ready to respond to an emergency.
- Preparing to work in non-traditional and supporting roles as needed.

Specific Responsibilities

Departments with specific responsibilities are tasked within the City's Emergency Operations Plan. (See Responsibility Matrix for general areas of responsibilities.)

ADMINISTRATION AND LOGISTICS

The following are administrative and logistical considerations in case of an emergency:

- Normal practices and procedures will be maintained under emergency conditions to the extent possible.
- Every effort will be made to document each transaction so that complete records can be reconstructed and claims properly certified after the emergency period has passed.
- Various predetermined activities may be required to prepare facilities for the effects of an emergency. These include acquisition of supplies and materials, the relocation of equipment, and protection of facilities.
- Based upon the conditions associated with an emergency, arrangements may need to be made to relieve personnel to arrange for their families' protection.

PLAN DEVELOPMENT AND MAINTANANCE

The Office of Emergency Management staff maintains the City's Emergency Operations Plan. Departments with responsibilities in functional areas are responsible for assistance and developing plans in their areas of operations. Plans should be regularly updated and periodically tested to insure practicality and utility.

EMERGENCY MANAGEMENT FUNCTIONS

The following summarizes the basic emergency management functions addressed by the City in its Emergency Operations Plan.

Continuity of Government

Departments are to insure the protection of vital records, establish lines of success for their department, and develop contingencies for operations in an emergency. The following line of succession is established for the city.



Direction and Control

The City Manager will determine when the emergency management organization will be activated in anticipation for or response to a particular emergency. Once activated, operations will be coordinated from the City's Emergency Operations Center. Departments are encouraged to establish decentralized command functions to compliment emergency operations besides their EOC operations.

Communications

To the extent possible, communications will be accomplished following established procedures. Modifications to these procedures may have to be made based upon emergency conditions. Department should develop alternative communications and procedures for the increased flow of information during emergencies.

Warnings

The City Manager, through the Public Information and Emergency Management functions, will coordinate warnings of anticipated emergencies.

Evacuation and Transportation

Strategic evacuation planning and decisions will be made by the City Manager with the participation of the emergency management staff and those departments involved in evacuation accomplishment. Public announcements of evacuation recommendations and orders will be made through the Public Information function.

Shelter Operations

Based upon the City Manager's direction, the Department of Social Services will operate public shelters, coordinating the other departments and agencies tasked in this operation. The City will maintain the capability to provide for short term sheltering. The City will depend upon outside agencies to establish long-term shelter operations. Public schools are normally used as public shelters and are operated under the regulations of the American Red Cross.

Emergency Public Information

The City's Marketing and Communications office will coordinate both media and public information functions during emergencies.

Resources Management

The Office of Emergency Management will coordinate resources acquisition and needs management. Departments should identify additional resources required in emergencies.

Damage Assessment

The Codes and Compliance Office and tasked departments will provide damage assessment information to evaluate and report disaster related conditions for purposes of situational evaluation and requests for State and Federal assistance. Departments will be responsible for assessing damages in their areas of responsibility.

Disaster Recovery Activities

The emergency management function will coordinate disaster recovery operations from the EOC. In a catastrophic event, outside assistance from the State and Federal government can be expected.

Public and Individual Assistance

The Finance Department will be responsible for coordinating the public assistance program and cost recovery activities for public losses in emergencies. The Department of Social Services will support individual assistance programs.

Individuals with Special Needs

The Office of Emergency Management provides educational and personal emergency planning assistance to special needs populations. Individuals with special needs may voluntarily register with the Office of Emergency Management, for inclusion in the special needs database. The special needs database provides information about the registrant to responding emergency personnel.

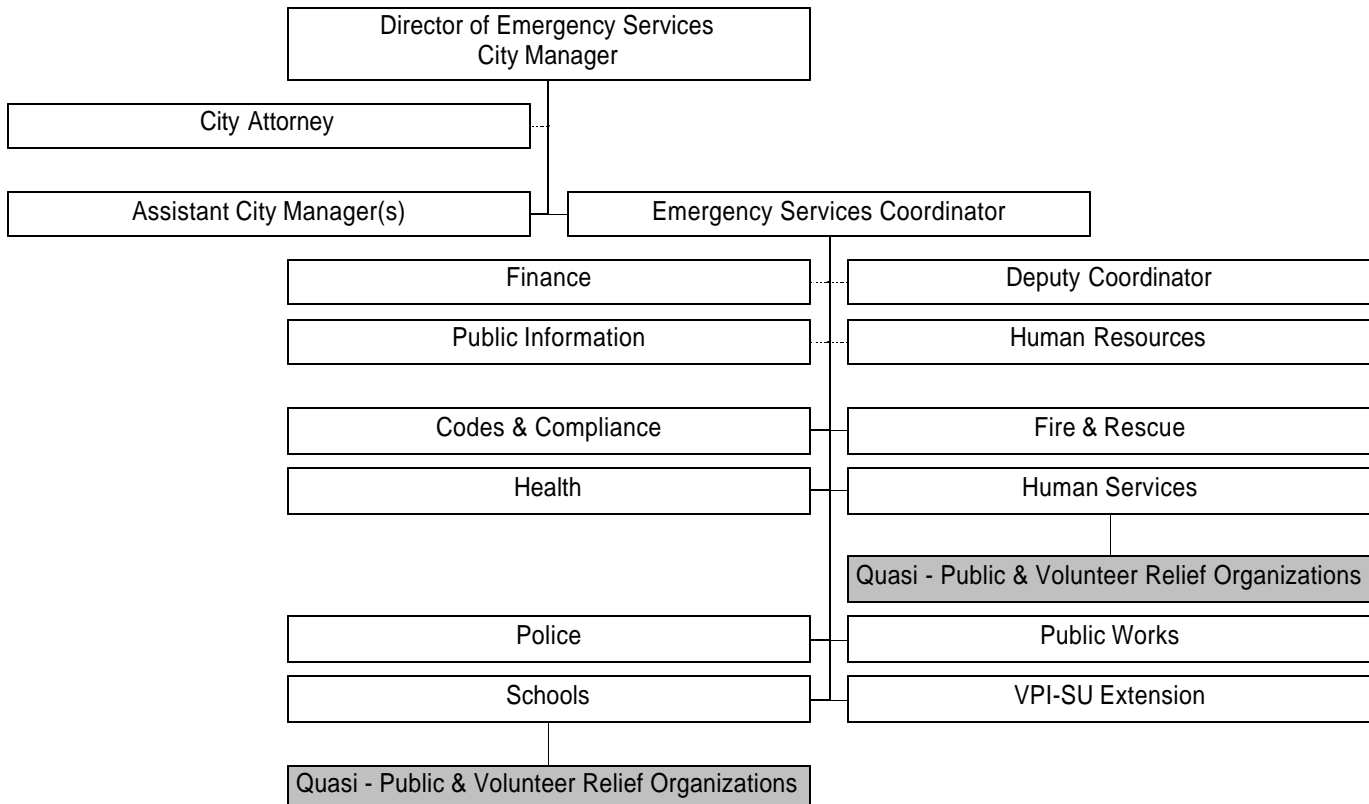
AUTHORITIES

Code of Virginia
Code of the City of Hampton
Emergency Operations Plan, City of Hampton
Virginia Emergency Operations Plan
Virginia Hurricane Emergency Response Plan
Federal Emergency Response Plan

Legal Authority

Section of the Code of the Commonwealth of Virginia
Emergency Services and Disaster Laws, Title 44, Chapter 3.2
through 3.4 Code of Virginia, as amended.

City of Hampton Emergency Management Organization



Primary and Support Responsibility Matrix

The City of Hampton's Emergency Operations Plan assigns responsibilities to departments based upon the major emergency management functions traditionally acknowledged by organizations. The following matrix shows those departments with primary responsibilities (P) and those with secondary (S) responsibilities. These responsibilities would be beyond those of a normal operational nature and would not preclude specific assignments.

Emergency Support Functions	Responsible Department or Agency (see legend below)																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Policy Adoption	P	S	S	S			S	S		S			S							
Direction and Control			P	S	S	S														
Public Information & Media			S	S	S	S		P								S				
Communications							P							S	S		S			
Public Warning / Evacuation				P	S	S	S	S								S				
Public Health / Special Needs					S					S	P	S								
Hazmat / Radiological					P	S					S					S				
Fire Suppression					P	S														
Law Enforcement & Traffic						P										S			S	
Search & Rescue (SAR)					P	S														
EMS / Mass Casualty					P	S														
Mass Care & Sheltering					S	S		S	S	S	S	P								
City Government Buildings & Grounds																P				
Damage Assessment													S	S	P	S				
Situation Assessment			S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Human Needs Assessment			S	P	S	S		S	S	S	S	S								
Coordination of Utilities			S	S	S													P		
Animal Control																				P
Donations Management										P		S	S							
Debris Management													S		S	P			S	

P=Primary Responsibility

S=Secondary Responsibility

1. City Council
2. City Attorney
3. City Manager
4. Emergency Coordinator
5. Fire & Rescue Division

6. Police Division
7. P.S. Communications
8. Public Information
9. City School Division
10. Hampton ARC

11. Hampton Health District
12. Hampton Social Services
13. Finance & Mgmt Svcs
14. Information Services
15. Cooperative Extension Svcs

16. Public Works
17. RACES/ARES
18. HRSD, NNWater, Dom Pwr
19. VDOT
20. SPCA